

## FIRE SAFETY AND EMERGENCY EVACUATION

We ensure that our nursery premises present no risk of fire by ensuring the highest possible standard of fire procedures. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

### *Procedure*

- The basis of fire safety is risk assessment. These are carried out by a competent person.
- The designated / manager person has received training in fire safety sufficient to be competent to carry out risk assessment.
- The nursery ensures that they have a copy of fire safety risk assessment that applies to the building from the landlord and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

### *Our emergency evacuation procedures are:*

- Clearly displayed in the premises.
- explained to new members of staff, volunteers and parents
- Practised regularly at least once a term.
- Records are kept of fire drills and the servicing of fire safety equipment.

### *Emergency Evacuation Procedure*

- In the event of fire in the building, the fire alarm will be heard.
- Each member of staff on hearing the fire alarm should proceed with the children to the nearest fire exit.
- Staff who are on their lunch break or in a meeting should go back to the room to assist the children to evacuate.
- The manager (or designated Health & safety Officer) will collect the register of signing "in and out" of staff & children, mobile phone, children's details and check the building before leaving.
- All staff are to assemble in the allocated assembly point.
- Ensure all the children, permanent staff, temporary staff and students are present.
- The manager/deputy/ Health & Safety Officer will call the register.
- If any parents and/or visitors are in the building when the fire alarm sounds then they must take part in the evacuation procedure.
- The manager / deputy will call the fire brigade.

- The manager / deputy will call the parents as appropriate.

***The fire drill record book contains:***

- Date and time of the drill
- How long it took
- Any problems that delayed evacuation
- Any further action that needs to be taken to improve the drill procedure.

***Assembly Point***

**Ealing Green Montessori:** In front of the nursery on the green after crossing the road.

**West Ealing Montessori:** Far end of the car park

**Gerrards Cross Montessori:** Nursery Car park

**LEGAL FRAMEWORK**

Regulatory Reform (Fire Safety) Order 2005.